**Employment Exit Questionnaire, LMC Model Form**

*League staff thoughtfully develops models for a city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in* [*Chapter 3*](https://www.lmc.org/resources/hr-reference-manual-chapter-3-discipline-termination/) *of the Human Resources Reference Manual discussing discipline and termination.*

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

***CITY OF*** **\_\_\_\_\_\_\_ EMPLOYMENT EXIT QUESTIONNAIRE**

Please complete the following questions concerning your employment with the City of \_\_\_\_\_\_\_ Please be as specific as possible. Your answers will be kept private, as much of the information are classified as Private data on individuals. “Private data on individuals” means data which is (a) not public, and (b) accessible to the individual subject of that data. The only person who will see your answers is \_\_\_\_\_\_\_.

Your answers will be summarized and combined with those of other employees who have left the City. Please return this questionnaire directly to \_\_\_\_\_\_\_.

Why are you leaving?

What ultimately led you to accept the new position?

Were the duties and demands of this job described accurately during the interview process?

Did you receive sufficient training to meet those expectations?

Did you feel equipped to do the job here?

Did you know how or where to get information you needed to succeed at your job here?

Did you receive feedback to help you improve?

Are you leaving for a comparable job? How is it different? Are you staying in the public sector?

What part does salary play in your decision to leave?

What made you begin looking for another position or what made you listen to the offer to interview for another position? Did you share your concerns with anyone at the city here prior to leaving?

What could the city have done to prevent you from leaving?

If you are going to another job, what does that job offer you that your job at the city of \_\_\_\_\_\_\_ did not?

What would make you interested in returning to work for the city of \_\_\_\_\_\_\_?

How would you describe your relationship with your department manager?

If you came back to work for the city of \_\_\_\_\_\_\_, would you work for the same department manager?

Please rate your department manager in the following areas:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor |
| Demonstrates Fair and Equal Treatment |  |  |  |  |
| Provides Appropriate Recognition |  |  |  |  |
| Resolves Complaints/Difficulties in Timely Fashion |  |  |  |  |
| Follows Policy and Procedures |  |  |  |  |
| Informs Employee of Matters Relating to Work |  |  |  |  |
| Encourages Feedback |  |  |  |  |
| Is Knowledgeable in Own Job |  |  |  |  |
| Expresses Instructions Clearly |  |  |  |  |
| Develops Cooperation |  |  |  |  |

How do you rate the working conditions?

What did you like best about your job and/or employment with the city of \_\_\_\_\_\_\_? What made your employment enjoyable?

How would you rate the communication from management?

How would you describe our workplace culture?

Please rate the following aspects of employment with the city of \_\_\_\_\_\_\_:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor |
| Opportunity for Advancement |  |  |  |  |
| Performance Appraisals |  |  |  |  |
| Physical Working Conditions |  |  |  |  |
| Your Salary |  |  |  |  |
| Vacation/Holidays |  |  |  |  |
| Other City Benefits |  |  |  |  |
| Feeling of Belonging |  |  |  |  |

If you could change anything about your job or work at the city, what would you change??

Did you get answers to policy (benefit procedures) questions? To whom did you talk to get answers to questions or clarify matters?

What qualities do you think we should look for in your replacement?

Please feel free to list any suggestions you may have concerning any of the items mentioned above, or any thoughts about any other issues or comments you would like to address.